

Subdivision Name: _____

INSTRUCTIONS:

- **Apply online at www.mygovernmentonline.org. Provide 1 hard copy of the submittal package to Development Services Intake staff, 512-401-5100.**
- **Submittals are due by NOON on the subdivision submittal date. See attached schedule.**
- Fill out the following application and checklist **online** completely prior to submission.
 - The most current application is located on the City's website (www.cedarparktexas.gov) for your reference as well as **online at www.mygovernmentonline.org**.
- Incomplete applications cannot be accepted for review.
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your subdivision. ***This checklist is only a guide. All state and local subdivision requirements cannot be reflected on this checklist.*** If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of Cedar Park at our website or City Hall.
- Submit the completed application package and all subsequent documentation and updates **online** with a hard copy to:
Development Services Intake / 450 Cypress Creek Road, Building 2 / Cedar Park, TX 78613

REQUIRED ITEMS FOR SUBMITTAL PACKAGE– Upload Online:
The following items are required in order for the Subdivision Application to be accepted for review.

- ☐ 1. Completed and signed application/checklist. **Clearly identify the uploaded document as the application.**
- ☐ 2. One (1) print of final plat. This **MUST** be uploaded online. **Clearly identify the uploaded document as a Short Form Final Plat.**
- ☐ 3. Upload online all items required with this application. **Clearly identify each uploaded document.**
- ☐ 4. One (1) copy of **each**: ___drainage study and ___utility schematic/plan. These **MUST** be uploaded online. **Clearly identify each uploaded document as a drainage study and utility schematic/plan.**
- ☐ 5. One (1) copy of parks proposal letter (residential subdivisions). If the park plan has been approved prior to this submission, submit copy of approved plan. **Clearly identify the uploaded document as a parks proposal letter or approved plan.**
- ☐ 6. One (1) copy of a tree survey and a .pdf. This tree survey is to be superimposed on top of the subdivision lot layout. The tree survey is to identify all protected trees (see Tree and Landscape Ordinance for definition) and all protected trees that are to be removed. If there are any protected trees to be removed, provide a protected tree replacement plan. The tree survey and protected tree replacement plan are required to be approved by the City prior to plat approval. **Clearly identify the uploaded document as a tree survey.**
- ☐ 7. A tax map highlighting the subject property. **Clearly identify the uploaded document as a tax map.**
- ☐ 8. Copy of deed showing current ownership. **Clearly identify the uploaded document as a deed.**
- ☐ 9. Is this plat a part of an approved PUD? Y/N If yes, name of PUD: _____
 - 9a. If yes, provide a letter outlining the PUD development requirements and how they are addressed on the plat. **Clearly identify the uploaded document as a PUD Requirements Letter.**
- ☐ 10. Fees: **May be paid online once the submittal has been accepted. Fees must be paid prior to review.**

_____	\$ 500	Planning Division Review Fee
_____	\$ 50	Public Works (Engineering) Review Fee
_____	\$ 50	Fire Marshal Review Fee
_____	\$ 200	Professional Fee - non-refundable base professional fee recovery*
_____	\$ 25	GIS Digitizing Fee

Replats:

_____	\$ 100	If submitting vacation instrument add \$100 for vacation instrument review (see #11.A. on page 2)
_____	\$ 200	OR if Commercial, for newspaper notification without property owner notification (see #11.B on page 2)
_____	\$ 150+	OR if Residential, add \$150 for newspaper notification and public hearing; and, \$2 per property owner to be notified if required with the replat (see #12.C on page 2), number of property owners = ____.

Provide mailing labels with property owners mailing addresses.

_____ *Additional fees may be charged for professional expenses incurred (Ordinance CO-01-01-25-M.1.)

_____ ** Does not include the cost of County recording fees.

_____ **Total Fee****

11.Replats:

___ A copy of the original plat being re-subdivided, *all replats*. ([Upload all documents online](#))

A. Replat by Vacation Instrument:

___ 1) Vacation instrument signed by all owners of intact lots within the original plat.

OR

B. Replat by Public Hearing without vacating preceding plat:

___ 1) Plat being submitted is signed and acknowledged by the owners of the property being replatted.

___ 2) A public hearing on the matter at which time the owners and the citizens have an opportunity to be heard, by the Planning and Zoning Commission.

___ 3) Does not attempt to amend or remove any covenants or restrictions.

OR

C. Replat with property owner notification and a public hearing:

___ 1) A note on the plat identifying covenants and their record references.

___ 2) The property being replatted was limited by an interim or permanent zoning classification to residential use for not more than two residential units per lot within the preceding five years

or

if any lot in the preceding plat was limited by deed restrictions to residential use for not more than two residential units per lot

Provide the following: A Word document of labels showing the latest owners of record and their mailing addresses along with property ID numbers for property located within 200 feet of the subject replat. [Provide mailing labels for property owners.](#)

___ 3) Provide a county tax map highlighting the subject plat and a red line drawn indicating the parcels within 200' of the subject plat.

(Note: Original reproducible 18" x 24" is retained by the applicant until all comments have been received and responses prepared.)

Please Note: The signature of owner authorizes City of Cedar Park staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with.

Note: The agent/applicant is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent/applicant. If no agent/applicant is listed, the owner will be considered the agent.

(Check One:)

☐ *I will represent my application before the Planning Division and/or Planning & Zoning Commission.*

☐ *I hereby authorize the person named below to act as my agent/applicant in processing this application before the Planning Division and/or Planning & Zoning Commission.*

Owner's Name (printed)

Phone

Cell

Owner's Address

City

State

Zip

Owner's Signature

Date

Email Address

Agent/Applicant Name: _____

Company: _____

Mailing Address: _____

Street

City

State

Zip

Phone

Cell

Email address

The following information shall be shown on the plat and/or submitted with the plat:

- _____ 1. Existing boundary lines of land to be subdivided are drawn with a heavy line.
- _____ 2. Scale 1"=100' is labeled on plat.
- _____ 3. North arrow.
- _____ 4. Location sketch on front sheet.
- _____ 5. Subdivision title at the top of the first sheet.
- _____ 6. The following data is **completed on this form and** placed on the first sheet of the plat:

Owners: _____	
Address: _____	
Phone: _____	Mobile: _____
Acreage: _____	
Survey: _____	
Number of lots and proposed use (if more than one use is planned for the lots, provide land use summary showing # of lots are planned for each use): _____	
Date: _____	
Surveyor: _____	
Phone: _____	Mobile: _____
Engineer: _____	
Phone: _____	Mobile: _____

- _____ 7. Property lines of adjacent properties, and, where applicable, the names and lot lines of adjacent approved preliminary plans and final plats with record references of final plats.
- _____ 8. Existing and adjoining easements, including type/kind, dimensions, and any recordation information. Proposed easements including notes to be located on the first sheet (map page) to read as follows: ***A ten (10) foot PUE is hereby dedicated adjacent to all street ROW on all lots. A 5' PUE is hereby dedicated along each side lot line from the front property line to the front building line except where a side lot line is also the rear lot line of an adjacent lot in which case the 5' PUE is dedicated along the entire length of the side lot line. A seven and one half foot PUE is hereby dedicated adjacent to all rear lot lines. **If the rear and side lot lines are not apparent on the plat, show easements graphically instead of the note.***
- _____ 9. Name and right-of-way width of adjacent streets.
- _____ 10. Plat conforms to ordinance conditions of a short form plat.
- _____ 11. Lot lines and numbers.
- _____ 12. Block letters. (Blocks are bounded by streets.)
- _____ 13. Locations of all permanent monuments and control points to which all dimensions, bearings, and similar data shall be referred.
- _____ 14. Building lines adjacent to street ROW and a note is provided on the first sheet as follows if inside the City limits: ***Setbacks not shown on lots shall conform to the City of Cedar Park Zoning Ordinance.***
- _____ 15. Perimeter field notes (beginning point to be **original** corner of original survey from which this plat is a part, not original/1st subdivision plat).

- _____ 16. A certificate signed and sealed by the surveyor indicating that the plat complies with Chapter 12, Sec. 12 of the City Code of Cedar Park and that all easements of record as found on the title policy or discovered with a title search prepared in conjunction with the most recent purchase of property. Permanent/waterproof ink with legible seal.
- _____ 17. The 100-year floodplain, floodway, velocity zones, reference marks, elevation data and other information which can be transferred from the Flood Hazard Boundary Map (FHBM) or the Flood Insurance Rate Map (FIRM) to the plat map. A note identifying the data source and source date is included on the plat. OR--a note on the plat identifies that there are no identified flood hazard areas in the platted area and the appropriate FEMA map has been cited as the reference.
- _____ 18. If the subdivision is within the city limits and is within 500 feet of a roadway specified in the **Corridor Overlay Ordinance**, provide the following plat note: ***"This subdivision shall comply with the Corridor Overlay Ordinance of the City of Cedar Park."*** Also, show and identify on the plat, a '25 foot landscape and pedestrian access easement' adjacent to any of the roadways identified in the Corridor Overlay Ordinance.
- _____ 19. Note for recording plat in Williamson Co. and/or Travis Co. Clerk's Office at the bottom, right corner of the last sheet.
- _____ 20. Note for Commissioner's Court approval statement (if located outside of the City limits).
- _____ 21. The following is provided: Owner's dedication statement signed and acknowledged by owners and any person holding a lien on the property dedicating all additional ROW, streets, alleys, easements, parks, and other open spaces to public use, or, when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision. **If** there is no lien holder, a letter from the owner stating such is enclosed. All signatures with permanent/waterproof ink and legible notary seals.
- _____ 22. Watershed information (if applicable):
_____ Lake Travis watershed (watershed report is enclosed showing compliance with LCRA standards)
_____ Edward's recharge zone (approval enclosed by TNRCC)
- _____ 23. Proposed water and wastewater utilities:
_____ City of Cedar Park
_____ Williamson/Travis County MUD #1
_____ private wells
_____ septic tanks or other individual sewage treatment system
_____ other _____
- _____ 24. Plat note prohibiting obstructions in drainage easements is provided.
- _____ 25. The following plat note regarding: ***Sidewalks shall be installed on the subdivision side of [insert street name(s)]. Those sidewalks not abutting a residential, commercial or industrial lot shall be installed when the adjoining street is constructed. Where there are double frontage lots, sidewalks on the street to which access is prohibited are also required to be installed when the streets in the subdivision are constructed.*** (Chapter 12, Sec.12; Cedar Park Code)
- _____ 26. Survey ties across **all** boundary streets indicating existing ROW width / location (and, if necessary for purposes of determining intersection/driveway spacing, to the centerline of adjacent intersecting streets/driveways).
- _____ 27. Name and signature line for the Chairman and Secretary of the Planning and Zoning Commission attesting approval of the plat.
- _____ 28. Name and signature line for the Director of Development Services attesting to the approval and authorization for recordation of the plat are provided.
- _____ 29. Note for and signature by Director of Environmental Services for Williamson County if the subdivision is not within the Cedar Park city limits and all or part is located in Williamson County:

(If in Travis County and not within city limits, provide appropriate note.)

Williamson County Health Department Approval:

Based upon the representations of the engineer or surveyor whose seal is affixed hereto, and after a review of the plat as represented by the said engineer or surveyor, I find that this plat complies with the requirements of Edward's aquifer regulations for Williamson County, the Williamson County flood plain regulations and Williamson County on-site sewerage facility regulations. This certification is made solely upon such representations and should not be relied upon for verification of the facts alleged. The Williamson County Health Department and Williamson County disclaim any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in this plat and the documents associated with it.

- _____ 30. Interior residential lots to be served by an organized sewer system are at least fifty (50) feet in width at the front building line and at all points to a distance of fifty (50) feet behind the front building line. Corner residential lots to be served by an organized sewerage collection system shall be at least sixty (60) feet wide at the front building line and at all points to a distance of fifty (50) feet behind the front building line. (These provisions do not apply to townhouse lots.)
- _____ 31. Provide the following note: ***Prior to construction of any improvements on lots in this subdivision, building permits will be obtained from the City of Cedar Park.***
- _____ 32. Lots which are not served by an organized sewerage collection system are at least eighty five (85) feet wide at the building line and at all points for a distance of 75 feet to the rear of the building line.
- _____ 33. Variance request and justification (if applicable) plus a check for \$100 for the first variance requested and \$50 for each additional variance requested.
- _____ 34. If inside the City limits, subdivision complies with Cedar Park zoning ordinance. If plat does not comply with existing zoning, a re-zoning application is enclosed.
Current zoning (if inside City) _____
- _____ 35. Signature block for engineer.
- _____ 36. Electronic copy of final plat, provided in .dwg or .dgn format.

2017 Subdivision Submittal Schedule / Review Dates

Submit by Noon	Comment Letter Sent Out	Update #1 Resubmittal by Noon	P&Z Packet Published	P&Z Meeting Date
12/19/2016	12/27/2016	1/3/2017	1/13/2017	1/17/2017
1/23/2017	1/31/2017	2/6/2017	2/17/2017	2/21/2017
2/21/2017	2/27/2016	3/4/2016	3/17/2017	3/21/2017
3/20/2017	3/28/2017	4/3/2017	4/14/2017	4/18/2017
4/17/2017	4/25/2017	5/1/2017	5/12/2017	5/16/2017
5/22/2017	5/30/2017	6/5/2017	6/16/2017	6/20/2017
6/19/2017	6/27/2017	7/3/2017	7/14/2017	7/18/2017
7/17/2017	7/25/2017	7/31/2017	8/11/2017	8/15/2017
8/21/2017	8/29/2017	9/5/2017	9/15/2017	9/19/2017
9/18/2017	9/26/2017	10/2/2017	10/13/2017	10/17/2017
10/23/2017	10/31/2017	11/6/2017	11/17/2017	11/21/2017
11/20/2017	11/28/2017	12/4/2017	12/15/2017	12/19/2017
12/18/2017	12/26/2017	1/2/2018	1/12/2018	1/16/2018

Red = Date changed due to holiday

** Resubmit update no later than 14 days prior to P&Z meeting.*

Subdivisions that are not able to clear comments by the "P&Z Packet Published" date shown on the above schedule will revert to the standard development submittal schedule and will require submittal of a "Voluntary Waiver of Right for 30-Day Action Letter".

2018 Meeting dates are tentative and have not been approved. Please verify.